

**JOB POSTING
TOWN OF WALPOLE**

POSITION: Program Coordinator

DEPARTMENT: Recreation

STARTING WAGE: \$20.69/ hour

Application Deadline: April 28, 2016

POSITION DESCRIPTION:

The Town of Walpole is seeking qualified applicants for full-time Program Coordinator position to plan, develop, implement, and supervise programs and activities to meet the community's recreational needs, specifically focusing on the department's offering of teen programs. Position also helps with the day-to-day marketing of department programs, including regular maintenance of the department's website and social media outlets, and preparing brochures, flyers, and posters for publication.

QUALIFICATIONS AND EXPERIENCE:

Education and Experience: Associates Degree in Recreation, Leisure Services, Education, or other relevant field with one to three years of experience working in similar program area; or high school graduate with additional coursework appropriate in relevant field and five years progressively responsible work experience in the program assigned; or any equivalent combination of education and experience which would demonstrate the ability to do the work. Bachelor's Degree preferred.

SALARY AND BENEFITS:

This is a full-time position with benefits; \$20.69/ hr

TO APPLY:

Please visit the Town of Walpole's website at www.walpole-ma.gov, visit the Recreation Department's website at www.walpolerec.com, or apply in person at Blackburn Memorial Hall located on Stone Street.

All employees are subject to Criminal Offender Record Information (C.O.R.I.) check. The Town of Walpole is an Affirmative Action/Equal Opportunity Employer.